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Approved For Release 2002/06/18 : CIA-RDP79-01143A000100100059-7

IAC OPERATING PROCEDURE

PROCEDURE FOR SUBMISSION TO THE

CENTRAL INTELLIGENCE AGENCY

OF STATUS REPORTS OF IAC INTELLIGENCE PRODUCTION

In order that CIA may utilize, more effectively, departmental facilities in the production of national intelligence reports and estimates, the following procedures are hereby established:

- a. Commencing the month after issuance of this Operating Procedure, each departmental intelligence organization will submit to the Central Intelligence Agency a monthly status report of the departmental intelligence produced during the month, in production, and projected as of the last day of the month. These monthly status reports will indicate the titles and serial numbers of the listed projects and the dates of actual or anticipated publication, and will be forwarded to CIA by the fifth working day of each month.
- b. After submittal of its first status report, as work is begun on a new intelligence project in any departmental intelligence organization, that agency will promptly notify the Central Intelligence Agency of the new undertaking. This notification may be effected by routing to the Central Intelligence Agency a copy of the project initiation form or, if such a form is not used, information equivalent to that requested in subparagraph "a" above. These new projects will also be included in the monthly status report.

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- 2 -

c. A copy of the form presently used by the Central Intelligence Agency is attached hereto for your information and is recommended for the above stated purposes.

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CENTRAL INTELLIGENCE AGENCY

Project: OFFICE OF REPORTS AND ESTIMATES

Project Initiation Memorandum

Date:

To:

From: Publications Division, Projects Planning

Subject:

Statement of Project:

Origin:

Problem:

Scope:

Graphics (if any):

Form:

Draft due in D/Pub:

Responsible Division:

Dissemination deadline
(if any)

Internal Coordination:

Departmental Responsibilities:

Classification to be no higher than:

Recommended Dissemination: